



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1700.3B
BUMED-M09BCO
31 Mar 2003

BUMED INSTRUCTION 1700.3B

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: SAILOR OF THE QUARTER (SOQ) AND SAILOR OF THE YEAR (SOY)
PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Sample Nomination Format for SOQ
(2) Sample Nomination Format for SOY
(3) SOQ/SOY Appraisal Sheet and SOQ/SOY Interview Sheet
(4) Sample Letter of Commendation/Letter of Appreciation for
SOQ/SOY Selectees/Nominees
(5) Sample Navy and Marine Corps Achievement Medal for SOY
Nominees
(6) Sample Letter of Appreciation for Nominee's Next of Kin

1. Purpose. To establish procedures for the administration of the Bureau of Medicine and Surgery (BUMED), Headquarters SOQ and SOY Programs. This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 1700.3A.

3. Background

a. The Chief, BUMED is committed to recognizing enlisted Sailors who excel in their military and professional performance. This instruction establishes the procedures for official recognition of BUMED Headquarters enlisted staff in pay grades E-4 through E-6 who consistently demonstrate outstanding performance.

b. All BUMED leaders are expected to support and acknowledge enlisted Sailors in their service and commitment to the mission of BUMED.

4. SOQ Eligibility Criteria. All BUMED enlisted Sailors pay grades E-4 through E-6, including Navy active duty personnel, training and administration of reserve (TAR) personnel, and Naval Reserve personnel serving on active duty special work (ADSW) may be nominated as long as they meet the following criteria:

a. Be assigned on board BUMED for a minimum of 6 months prior to nomination.

b. May not have been previously selected as a BUMED SOQ during the current calendar year.

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c. Be an early promote (EP) or must promote (MP) on their most recent evaluation and meet requirements of the Physical Readiness Program, including the physical fitness assessment.

d. Must have no record of non-judicial punishment (NJP), disciplinary review board (DRB), negative page 13 entries, or letter of indebtedness within the past 36 months.

5. SOY Eligibility Criteria

a. Nominees will meet all requirements of paragraph 4 of this instruction. E-6 personnel selected for advancement to Chief Petty Officer are not eligible.

b. All BUMED SOQs selected within the past calendar year are automatically eligible provided eligibility criteria outlined in paragraph 4 is maintained.

c. All BUMED SOQ nominees not previously selected as a BUMED SOQ may be nominated provided eligibility criteria outlined in paragraph 4 is maintained.

6. Nominations

a. Each code is strongly encouraged to provide a maximum of one nominee for SOQ when announced in the Plan of the Week. Leading Chief Petty Officers (LCPOs) may nominate Sailors outside of their code.

b. SOQ nominations are due to the Command Master Chief, from the member's code or other submitting LCPO using enclosure (1), by close of business on the second Monday of April, July, October, and January. If the second Monday falls on a holiday, nominations are due by the following business day.

c. SOY nominations are due to the Command Master Chief, from the member's code or other submitting LCPO using enclosure (2), by close of business on the first Monday of February.

7. Selection Process

a. A selection board will be convened and chaired by the Command Master Chief. The board will include:

| | | |
|------------------------|---|---|
| Command Master Chief | 1 | Chairperson |
| LCPOs from BUMED Codes | 4 | Members |
| Junior Officer (01-03) | 1 | Member, at Command Master Chief's discretion |
| Previous SOQ/SOY | 1 | Recorder |

b. All members vote, except for the Command Master Chief and the board recorder. The Command Master Chief will vote to break a board tie.

c. The selection board will review nomination packages and conduct personal interviews for each nominee. Double points shall not be awarded for concurrent accomplishments (i.e., community service and a Letter of Commendation for the same service).

d. Selection of the SOQ and SOY will be based on nominee's performance, package, and personal interview. Scoring will be based on enclosure (3).

e. The Command Master Chief will submit the selection board's recommendation to the Commanding Officer, Enlisted Staff (M09BCO) for approval. The recommendation package will include each nominee's package, selection board member's questions asked, and scoring sheets.

8. Awards

a. All Sailors nominated and selected as SOQ and SOY will be recognized during BUMED enlisted quarters. A photograph of nominees, selectees, Commanding Officer, Enlisted Staff (M09BCO), enlisted staff, and Command Master Chief will be published in the next BUMED Plan of the Week, and posted on the current intranet BUMED Web page.

b. All Sailors selected as SOQ and SOY will have their photograph and citation posted in the building 4 passageway outside of William III Cafe. Selectees will receive a command plaque, a press release to local and/or their hometown news, and consideration for any Naval District Washington Morale, Welfare, and Recreation special programs.

c. All SOQ selectees will also receive a Chief, BUMED Letter of Commendation using enclosure (4) and a 72-hour special liberty chit. A Letter of Appreciation will be sent to the nominee's next of kin congratulating them on the member's nomination, using enclosure (6).

d. All SOQ nominees not selected will receive a joint Letter of Appreciation from the Commanding Officer, Enlisted Staff (M09BCO) and the Command Master Chief, using enclosure (4). A Letter of Appreciation will be sent to the nominee's next of kin congratulating them on the member's nomination, using enclosure (6).

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e. All SOY selectees will receive a Navy and Marine Corps Achievement Medal from the highest echelon selected. Enclosure (5) will be included in SOY nomination packages. Selectees will receive a 96-hour special liberty chit and a BUMED name tag recognizing their selection as BUMED SOY. The SOY selectee becomes automatically eligible for claimancy 18 SOY competition, as long as eligibility is maintained following paragraph 4 and reference (a).

f. All SOY nominees not selected will receive a Chief, BUMED Letter of Commendation based on enclosure (4).

9. Action

a. Every code may nominate a maximum of one Sailor from within or outside of their code who meets the criteria of paragraph 4 above. The nominating individual is responsible for ensuring the nominee is qualified and the package is routed through the nominee's chain of command.

b. The Command Master Chief will provide overall guidance and execution of this instruction. This will include publishing board convening dates, times, and locations, gathering nomination packages, coordinating and arranging all aspects of the selection board process, coordinating BUMED plaque engraving services, coordinating and maintaining the SOQ and SOY photo board, and coordinating proper recognition of nominees and selectees at BUMED enlisted quarters.

c. The Command Master Chief will use other LCPOs, the Plan of the Week, the Public Affairs Office, and other tools as needed to accomplish these required tasks.



M. L. COWAN

Available at: <https://bumed.med.navy.mil/instructions/internal/internal.htm>

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SAMPLE NOMINATION FORMAT FOR SOQ

1700
DD MM YYYY

From: Submitting Code
To: Chairperson, BUMED Sailor of the Quarter Board
Via: Nominee's Code Director

Subj: BUMED SAILOR OF THE QUARTER NOMINATION

Ref: (a) BUMEDINST 1700.3B

Encl: (1) Last Exam Profile
(2) Results of Last Physical Fitness Assessment (PFA)

1. I respectfully nominate (Rate/Designator, full name, SSN) for SOQ _____
Quarter, calendar year 20_____.

2. The following amplifying information is provided:

- a. Active Duty Service Date:
- b. Dates of Rank:
 - (1) E-4
 - (2) E-5
 - (3) E-6
- c. Date reported on board BUMED:
- d. Projected rotation date/End of active obligated service:
- e. Work telephone number:

3. Petty Officer _____ is/is not eligible for advancement.
Prior selection(s) as BUMED SOQ include:

a. Brief synopsis of assigned duties and professional achievements this quarter that justify SOQ nomination: (Include primary, secondary, collateral, and watch duties, with impact.)

b. Personal awards, past quarter: (Navy Commendation, Navy Achievement, Letters of Commendation, Letters of Achievement). Command involvement (with impact), past quarter:

c. Off duty community involvement (with impact), past quarter:

d. Navy schools completed, past quarter:

e. Out of Rate correspondence courses completed and score, past quarter:

f. College, technical, or vocational classes completed and score, past quarter:

g. Code comments: (Include military performance and bearing, professional knowledge and performance, support of equal opportunity, initiative, reliability, speaking and writing ability, and directing and counseling if applicable.)

Very respectfully,

M. E. LCPO

Enclosure (1)

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SAMPLE NOMINATION FORMAT FOR SOY

1700
DD MM YYYY

From: Submitting Code
To: Chairman, BUMED Sailor of the Year Board
Via: Nominee's Code Director

Subj: BUMED SAILOR OF THE YEAR NOMINATION

Ref: (a) BUMEDINST 1700.3B

Encl: (1) Last Two Exam Profiles
(2) Results of Last Two Physical Fitness Assessments (PFA)

1. I respectfully nominate (Rate/Designator, full name, SSN for SOY, calendar year 20_____).

2. The following amplifying information is provided;

- a. Active Duty Service Date:
- b. Dates of Rank:
 - (1) E-4
 - (2) E-5
 - (3) E-6
- c. Date reported on board BUMED:
- d. Projected rotation date/End of active obligated service:
- e. Work telephone number:

3. Petty Officer _____ is/is not eligible for advancement. Prior nominations and selection(s) as BUMED SOQ/SOY include:

a. Brief synopsis of assigned duties and professional achievements this past year that justifies SOY nomination: (Include primary, secondary, collateral, and watch duties, with impact.)

b. Personal awards, past year: (Navy Commendation, Navy Achievement, Letters of Commendation, Letters of Achievement). Command involvement (with impact), past year:

c. Off duty community involvement (with impact), past year:

d. Navy schools completed, past year:

e. Out of Rate correspondence courses completed and score, past year:

f. College, technical, or vocational classes completed and score, past year:

g. Code comments: (Include military performance and bearing, professional knowledge and performance, support of equal opportunity, initiative, reliability, speaking and writing ability, and directing and counseling if applicable.)

Very Respectfully,

E. LCPO

Enclosure (2)

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SOQ/SOY APPRAISAL SHEET

Date

Nominee: _____

Primary Duties

Navy impact
BUMED impact
Code impact

0 - 10

Collateral Duties

Navy impact
BUMED impact
Code impact

0 - 10

All warfare designators (2 pts./designator, no limit)

0 - 10

Awards this period

Navy Commendation = 3
Navy Achievement = 2
Letter of Commendation = 1

0 - 10

Military/Community involvement this period

0 - 10

Education this period

0 - 10

Out of rate correspondence completed = 1

College, technical, or vocational course(s), completed = 1, maximum.

Or degree completed = 5

NOTE: "0" points awarded for all college if nominee failed any portion of last Exam Profile Sheet.

Comments:

Board Member/Scored by: _____

Enclosure (3)

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SOQ/SOY INTERVIEW SHEET

Nominee: _____

Questions asked:

1. _____
2. _____
3. _____

Speaking ability

0 - 15

Poise/posture

0 - 15

Uniform appearance/grooming

0 - 5

Military bearing

0 - 5

Total Score _____

Comments:

Board Member/Scored by: _____

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SAMPLE LETTER OF COMMENDATION/LETTER OF APPRECIATION FOR
SOQ/SOY SELECTEES/NOMINEES

**IMA SUPERSTAR
HOSPITAL CORPSMAN PETTY OFFICER SECOND CLASS
UNITED STATES NAVY**

It gives me great pleasure to commend you on your nomination/selection as the Bureau of Medicine and Surgery Sailor of the Quarter/Year for (period - _____ quarter, calendar year 20____). You are a versatile, industrious, and conscientious Sailor who has exhibited outstanding mission accomplishment in the performance of your duties. Your nomination/selection sets you apart as a true professional and personifies the enlisted Sailor's reputation for high standards of conduct and performance. The personal pride you have exemplified in the United States Navy and in your duties reflects highly upon you as a valued member of the BUMED team. I extend a hearty "Well Done" on your nomination/selection as the Bureau's Sailor of the Quarter/Year.

M. L. COWAN
Vice Admiral, Medical Corps
United States Navy

Enclosure (4)

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SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
FOR SOY NOMINEES

IMA SUPERSTAR
HOSPITAL CORPSMAN PETTY OFFICER SECOND CLASS
UNITED STATES NAVY

FOR PROFESSIONAL ACHIEVEMENT IN THE PERFORMANCE OF HIS OR HER DUTIES WHICH RESULTED IN HIS OR HER SELECTION AS THE BUREAU OF MEDICINE AND SURGERY'S 20 _____ SAILOR OF THE YEAR. PETTY OFFICER SUPERSTAR EPITOMIZED THE NAVY'S CORE VALUES OF HONOR, COURAGE, AND COMMITMENT WHILE PERFORMING HIS OR HER ASSIGNED DUTIES IN (BUMED CODE/JOB TITLE). HM2 SUPERSTAR'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE, AND DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF OR HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

M. L. COWAN
Vice Admiral, Medical Corps
United States Navy

Enclosure (5)

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SAMPLE LETTER OF APPRECIATION FOR
NOMINEE'S NEXT OF KIN

1650
Ser XXX/XXX
April XX, 20XX

Mr. John Doe
2468 Anywhere St.
Homeless, ND 00000

Dear Mr./Mrs. _____

_____ was recently nominated (and selected)
as the Bureau of Medicine and Surgery's Sailor of the Quarter for
the first quarter of 20____.

This significant accomplishment is a testament to his or her
dedication and hard work towards his or her assigned duties and
responsibilities. He or she has proven himself or herself to be
a conscientious Sailor who consistently displays in himself or
herself our core values of honor, courage, and commitment. His
or her achievement is in no small part due to you and your
family's strong support.

You can be proud that your son or daughter has achieved such
a high level of recognition. He or she has distinguished himself
or herself as one of the best and brightest here at the Bureau of
Medicine and Surgery and we consider him or her an asset to Navy
Medicine and the Navy.

Sincerely,

I. N. CHARGE
Commanding Officer, Enlisted Staff

Enclosure (6)